

DOUGLAS COUNTY BOARD OF COMMISSIONERS

PENSION COMMITTEE

JOB DESCRIPTION FOR COMMITTEE MEMBERS

PRIMARY FUNCTION:

The Douglas County Pension Committee is responsible for the general management and administration of the Douglas County Pension Plan. It has the overall responsibility of carrying out the provisions of the Plan per the direction of the Douglas County Board. The Committee consists of members approved by the Douglas County Board upon recommendation of current pension committee members. The Committee has the primary mission of providing for the effective and efficient administration of the pension program and for determining necessary actions to ensure the viability of the Pension Fund.

The Committee will typically meet each month to review actuarial and finance data, determine the entitlement of benefits to members and discuss matters related to pension plan administration. The Committee may adopt by-laws and regulations as it deems necessary for the proper operation of the plan. The committee shall review and accept actuarial rates as a basis for plan administration. Members serve without compensation for services but expenses of the Committee are paid by the County.

COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES:

1. Serve as a representative of all County employees and retirees regardless of location, organized group, County Department or County Office.
2. Provide input to the Pension Committee on matters of interest or concern by employees and retirees and insure two-way communication between all parties in regard to pension matters.
3. Review data provided by investment and actuarial consultants for the determination of necessary actions to ensure the viability of the Pension Fund.
4. Serve on subcommittees related to policies and procedures and related items in regard to pension plan administration. Assist with the periodic updating of the Plan document.
5. Serve in roles of secretary and related committee positions.
6. Vote on nominees to fill vacant pension committee positions and forward recommendation(s) to the County Board for appointment to the Pension Committee.
7. Provide input and discussion on pension issues involving employee appeals of pension matters and vote on the resolution of the appeal(s).
8. Approve minutes of Committee meetings.

TRAINING, EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- Pension committee members are to be individuals in good standing as a current employee and have a minimum of five years of service with the County or be a retiree from the County.
- Members must have the approval of their Elected Official or Department Head to serve on the Committee.
- Individuals must commit to attending monthly or special meetings of the Pension Committee lasting an hour or more depending upon Committee agenda.

BASIC SKILLS AND ABILITIES REQUIRED:

- Commit to serve a minimum of 5 years on the Committee.